

**POST & BID POSITION ANNOUNCEMENT**  
**Bargaining Units 1, 4 and 11**

1. Reference #: **27-0-019** 2. Position Number: **927-502-3175-XXX** 3. Date of Posting: **02/03/10**
4. Classification: **Transportation Engineering Technician** 5. Salary Range: **\$3,262 - \$4,766**
6. Pay Differentials That Apply To Position: **May apply**
7. Working Hours Of Position: \_\_\_\_\_
8. District/Division: **NR Construction** Section: **Construction Engineering Branch-529** Geographic Location: **Eureka**  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) ***Determination for relocation will be made by Hiring Supervisor.***

**9. Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>
- B. Technical & Professional Skills & Abilities:  
Should have experience and knowledge of : construction procedures and practices, Standard Specifications, Standard Plans, and the contract administration process as provided for in the Caltrans Construction Manual; in verifying item payments and preparing/reviewing for accuracy Asst. Resident Engineer's diaries, source documents, and input sheets for progress pay estimates to contractors; contractual obligations with respect to force account payments, performing a force account analysis, preparing and checking Extra Work Bills against the Resident Engineer's diaries, Asst. Resident Engineer's diaries and invoices, as well as contractual obligations pertaining to equipment rentals, rental rates, rental periods, owner-operator equipment, subsistence and travel allowances and materials.
- Must be able to read and write English at a professional level; communicate effectively orally and in writing; perform source document review of contractor's labor compliance documents; prepare accurate engineering calculations; understand basic design engineering principles; and research and compile data and maintain accurate and complete project records.
- C. License and/or Certification Requirements: N/A
- D. Physical Abilities to Perform Essential Functions:  
When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships within the working environment. At times, employee may have to be out on the project and at that time, employee may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples (weighing up to 50 lbs) to Materials Labs.
- E. Other Departmental Requirements:  
Will have routine contact with fellow Caltrans workers, contractors and their employees, and engineering consultants to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.
- F. Duty Statement/Description of Duties: See Duty Statement

10. Final Date and Time for Receiving Bid: **02/23/10**

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Joyce Brewer

Address: PO Box 911, 703 'B' Street, Marysville, CA 95901

Telephone Number: (530) 740-4863

FAX Number: (530) 741-4111

E-mail Address: Joyce\_Brewer@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): **03/23/10**

14. (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)